

**DO I QUALIFY TO EXPUNGE OR SEAL MY RECORD?**  
**When Answering These Questions**  
**You Must Review Your Entire Arrest History**

Answering the 3 questions located on page two will tell you if your record qualifies to be expunged or sealed. Before you can answer these questions, you need to research and document your arrest history.

You must compile your **complete** criminal history. Whether you can get your record expunged or sealed is dependent on your **entire** record. Only those individuals who have never been convicted of a criminal offense or municipal ordinance violation are eligible to expunge records. If you have been convicted of a criminal offense or a municipal ordinance violation, your record may still be eligible for sealing, but you cannot expunge any records, regardless of the outcome of the individual case.

You must have the following information for every case. Use the [Collecting Information Work Sheet](#) we provide to help you gather and keep track of your Information.

**Information You Need For Each Arrest:**

1. The case number;
2. The date of your arrest;
3. The law enforcement agency that arrested you;
4. The charges that were brought against you, if any;
5. The "disposition", final outcome of each case. The types of "dispositions" include terms such as "nolle prosequi", "supervision," and "probation."
6. The date each case was completed. For example, if you were sentenced to probation, you must know the date your probation ended.
7. The "chief legal officer of the unit of local government that affected the arrest."
8. The State's Attorney or prosecutor that prosecuted your case.

**Where You May Go To Get the Information You Need?**

- Police department or county sheriff's department (arresting agency)
- Clerk of the circuit court where your case was handled (county clerk). See our web page of addresses for [Illinois County Clerks](#).
- Illinois State Police, Bureau of Identification 260 North Chicago Street, Joliet, Illinois 60432 (815) 740-5160. Illinois State Police requires a fee for providing this information.
- FBI CJIS Division Record Request, 1000 Custer Hollow Road, Clarksburg, WV 26306 (304) 625-5590. [www.fbi.gov](http://www.fbi.gov). Request to the FBI must be made in writing and must include your name, address, phone number and/or e-mail address, date and place of birth, fingerprints and the required fee.
- Get your ID#, if possible. This is called the "SID" number and it is assigned to defendants when they get fingerprinted. If you did not get fingerprinted, you won't have a "SID" number. If you cannot locate your ID number, you can file your paperwork without it.

Contact as many agencies as is necessary to make sure you have all the information about your criminal record and it is accurate.

Using an internet "Background Check" company to obtain your criminal record is **not** recommended for the purpose of expungement or sealing. The records produced by such companies are often expensive, incomplete and inaccurate.

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### Question # 1

**Do you have any charges pending against you at this time? Do you have any cases where a final disposition has not yet been entered?** Final disposition includes you are no longer on parole, probation or court supervision.

- Yes** You will need to wait until the case is resolved and reaches a final disposition before you can determine if you qualify to have your record expunged or sealed.
- No** Proceed to Question # [2](#)

### Question # 2

**All cases have final dispositions. Does anything say?:**

Probation (except 710, 1410, Section 10, Section 410, 40-10 or TASC probation)?  
Conditional Discharge?  
Fine (without the term "supervision")?  
Time Served?  
Jail or DOC Time?  
Finding of guilty by a judge or jury (without the term "supervision")?

- Yes** You have a conviction and **none** of your records can be expunged. However, some or all of your records might qualify to be sealed. Proceed to [Do I Qualify to Seal My Record Worksheet?](#)
- No** Proceed to Question # [3](#)

### Question # 3

**Do the dispositions consist entirely of the following terms?**

Acquittal (Finding of Not Guilty)?  
SOL (Stricken with Leave)?  
FNPC (Finding of No Probable Cause)?  
NP (Nolle Prosequi)?  
No charges filed?  
Dismissal?  
Supervision (which must be successfully completed)?  
Section 10, 410 (710 or 1410), 70 or TASC Probation (which must be successfully completed)?

- Yes** Then you do not have a conviction on your record and it might qualify to be either expunged or sealed. Proceed to [Do I Qualify to Expunge My Record Worksheet?](#)
- No** Please re-check your answer to Question # 2. If you still answer "No" to Questions #1 and #2, contact our office for assistance. Email us at [expungement@osad.state.il.us](mailto:expungement@osad.state.il.us) or call toll free 866-787-1776.

## Collecting Information Work Sheet

Your *complete* criminal history.

	Case Number	Date of Arrest	Arresting Agency	Charge(s)	Disposition (final outcome)	(If you were sentenced:) Date of Successful Completion of Sentence
1.						
2.						
3.						
4.						
5.						

2. The titles and addresses of the legal entities involved in your case even if you were not prosecuted. Who you will need this information to put on the proof of service when filing your petition.<sup>1</sup>

In addition to the below, the law requires that the Illinois State police receive notice of your petition to expunge or seal, even if you were never charged. The address is: Illinois State Police, Bureau of Identification, 260 N. Chicago Ave., Joliet, Illinois 60432.

	Arresting Authority <sup>2</sup>	Chief Legal Officer of the Unit of Local Government That Affected the Arrest <sup>3</sup>	State's Attorney or prosecutor that prosecuted your case
1.			
2.			
3.			
4.			
5.			

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<sup>1</sup>You will be charged a fee to file your petition. If you cannot afford the filing fee you should file a request to waive the fee along with your petition. This is called a "Forma Pauperis" form or "Application to Sue as an Indigent Person". If the judge determines you are able to pay the fee, you must pay it or your petition will be dismissed. Contact the circuit clerk's office in the appropriate county to determine the filing fee for your petition.

<sup>2</sup>This is the city police department, the county sheriff's department or the State police that arrested you. You do not need the name of the specific officer who arrested you.

<sup>3</sup>This is usually the name of the attorney who represents the city or county that arrested you( it is NOT the sheriff or Chief of Police). It would be the Corporation Counsel or Village Attorney if you were arrested by a city policeman, and the State's Attorney if you were arrested by a county sheriff.